

## Online Permit Research System Help Guides

### TOPIC: Accela Citizen Access (How to Run Reports on Building Permit Information)

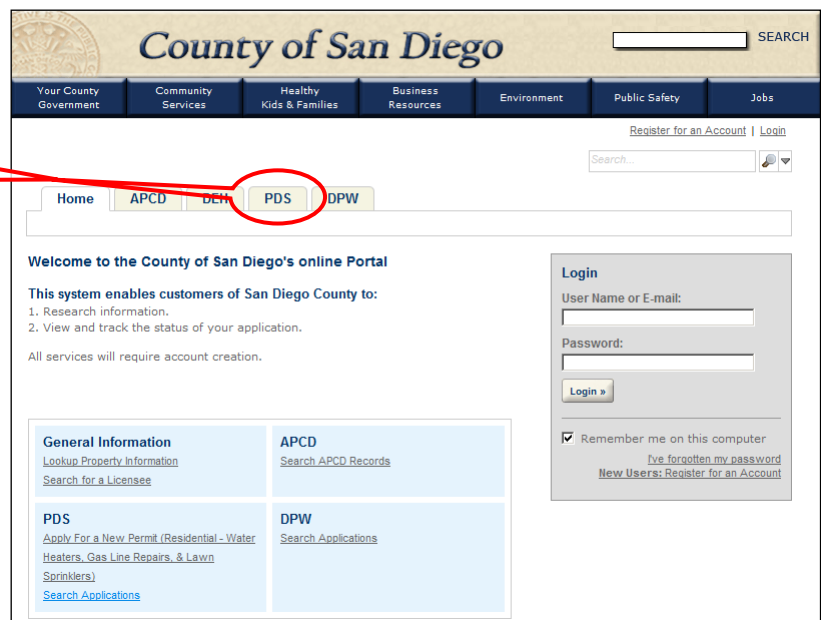
*Accela Citizen Access (ACA) is the online tool the public can use to view information about building permits. This help guide explains how you can run reports that return information on applications for building permits that have been accepted, or on building permits that have been issued.*

### Directions:

**Step 1:** Go to the [Accela Citizen Access](https://publicservices.sdcounty.ca.gov/citizenaccess/) home page: <https://publicservices.sdcounty.ca.gov/citizenaccess/>

**Step 2:** Click the **PDS** tab. You do not need to register for an account to use ACA.

This takes the user to the PDS section of the Accela Citizen Access website.



Reports on building applications and permits are available in the **Planning & Development Services** tab. Click the **PDS** tab.



From the **Reports (2)** drop-down menu select one of the two options available.

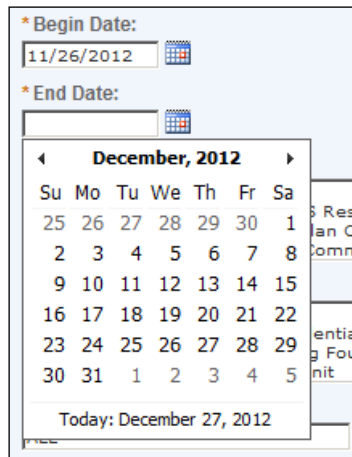
The **Building Permits Issued** report returns information on

permits issued within a given time frame determined by parameters you must choose. The **Newly Created Records** returns information on applications accepted within a given time frame, some of which may have been issued permits. The reports are run separately based on the selection you make from the drop-down menu.

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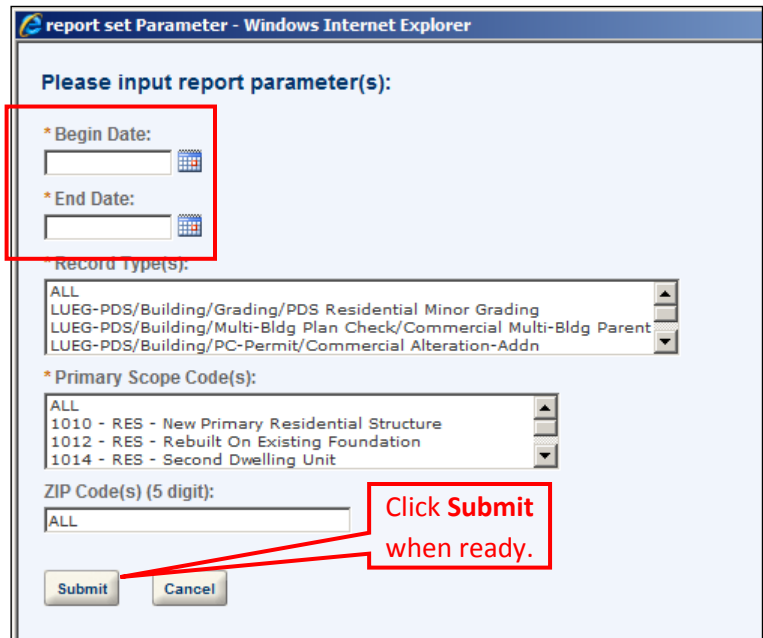
**Step 3.** The user must select parameters for the report from the pop-up **report set Parameter** window.

Click the calendar icons to select date values for the **Begin Date** and **End Date** parameters. This represents the time frame in which permits were issued or applications for permits were accepted.

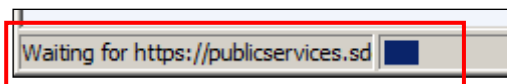


Selections must also be made for the **Record Types** and **Primary Scope Code(s)** parameters.

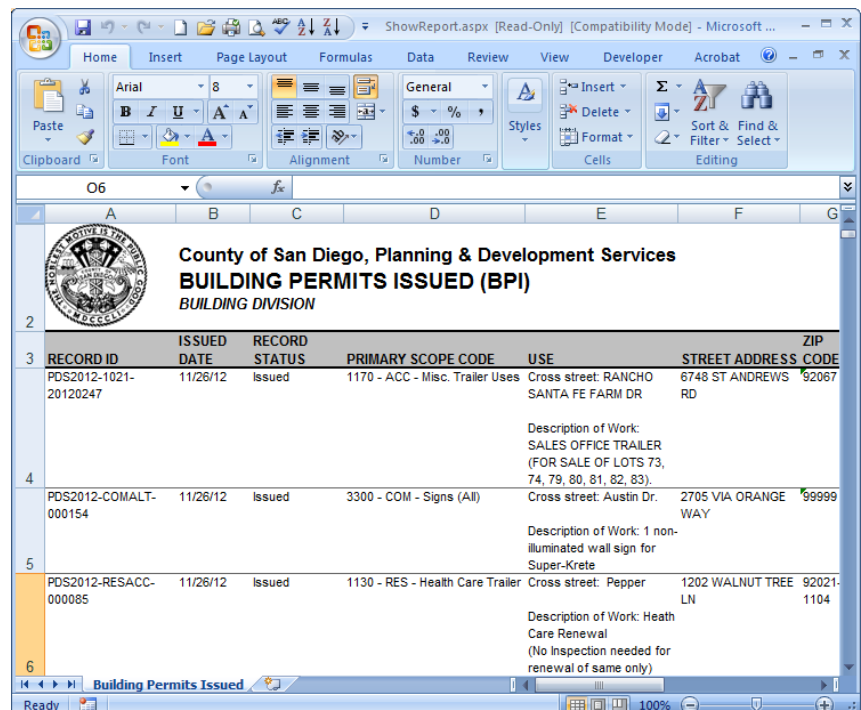
The **ZIP Code(s)** (5 digit) parameter is optional. It allows you to narrow the search to the geographic area of a zip code.



**Step 4.** When all parameter selections have been made, click the **Submit** button (*only once*) to generate the report. Depending on the time frame parameters, the report may take many minutes to be generated. Monitor the progress bar at the bottom of the **report set Parameter** window. The report will open in a spreadsheet.



The data in the report can then be manipulated and/or printed using standard Microsoft Excel functionality.



RECORD ID	ISSUED DATE	RECORD STATUS	PRIMARY SCOPE CODE	USE	STREET ADDRESS	ZIP CODE
PDS2012-1021-20120247	11/26/12	Issued	1170 - ACC - Misc. Trailer Uses	Cross street: RANCHO SANTA FE FARM DR	6748 ST ANDREWS RD	92067
PDS2012-COMALT-000154	11/26/12	Issued	3300 - COM - Signs (All)	Cross street: Austin Dr.	2705 VIA ORANGE WAY	91999
PDS2012-RESACC-000085	11/26/12	Issued	1130 - RES - Health Care Trailer	Cross street: Pepper LN	1202 WALNUT TREE LN	92021-1104

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### **More Information:**

For information and directions on how to look up information specific to your record, including viewing conditions of approval, record specific information, contact information, paid and unpaid fees, inspections and inspection history, project workflow, documents attached to the record, related records, job valuation, and trust account information please see the [Accela Citizen Access FAQ web page](#).

### **Help Contact:**

If you have additional questions on how to check the status of your record via Accela Citizen Access please contact the department where your record originated.

Department of Environmental Health: (858) 505-6700

Department of Public Works: (858) 232-6837 (Kamilah James)

Planning & Development Services: (800) 411-0017

Agriculture Weights & Measures: (858) 694-2739

Air Pollution Control District: (858) 586-2600